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ABSTRACT

After updating and revising the manual serials record in June 1973, the serials department of the Kearney State College Library was automated. The functions automated were: (1) citation of index and abstract services, (2) binding notification, (3) indication of publication frequency, (4) compilation of subject lists, and (5) holding statements including format and internal location. Preparation of renewals was partly automated. However, check-in and claiming were not automated. Reasons for the automation of each function were discussed along with the codes representing that function and the resulting advantages and/or disadvantages. The coding form and generated output were also described. (Author/HB)

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Serials Automation at Kearney State College
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Since the February 1970 issue of Library Literature, over forty-six articles have been cited there concerning the automation of serials. None of these articles, however, deal with a system resembling that used at Kearney State College. Recent literature deals with on-line systems and particular off-line applications. Kearney's system is not on-line, but it does include off-line applications previously described. However, they are not printed by the computer in the format used at Kearney, and, this does, to some extent, make the entire system unique. Also, serial here means periodicals and newspapers. Continuations, or standing orders, were not automated.

Serial records at KSC previously consisted of two files. One of 3"x5" cards used for renewals and the other, a Kardex, used for check-in, claiming, binding control, holdings information, subject list compilation, index notation, and cross reference information. Both were kept in the serials department and used for internal processes. A Line-a-dex was kept at the circulation desk for patron use. It was felt that automating the majority of these procedures would greatly enhance both the accuracy and the speed in which these tasks could be accomplished.

Automation for the sake of automating is never feasible. Check-in and claiming are easily accomplished with the Kardex. Student assistants check-in most of the material, and claims are issued by clerks when bindery shipments are pulled. Consequently, these functions were not automated. Following is a description of those aspects of serials control that were automated. Each item, in most cases, begins by describing the previously used manual procedures.

Index and abstract services that cite a particular title were listed on the Kardex card representing that title. This was done for two reasons: (1) to indicate the importance of the title if it was recommended for deletion, and (2)

to indicate duplication of titles indexed by these services received by the library. The first task could be accomplished rather easily in the Kardex. However, to compare the duplication of periodicals indexed, several weeks of clerical time were involved in going through the cards and typing all titles indexed by a certain service. The library subscribes to seventy-six index and abstract services. There had to be a better way of obtaining this information. Consequently, it was decided to automate this procedure. A numerical code (Figure 1) was devised to represent the index and abstract services. These are expensive and we can now, on the basis of this information, eliminate those that are not needed.

Renewals, as stated above, are done through a file completely separate of the Kardex. Each title being received has a 3"x5" card in this file. All renewal information is on this card and includes title, vendor, and renewal history consisting of purchase order numbers and cleared dates for all years renewed. All renewals are placed in August for the following calendar year. All subscriptions are on a one-year basis with a common expiration date. The cards are arranged alphabetically under vendor. This has been a good manual way of placing renewals, but it was felt that automating the process would eliminate the monotonous tasks of filing subscription cards, finding or replacing lost cards, typing change of address cards, and so on. It was decided to set up a code (Figure 2) representing vendors. The "DIRECT" code will be eliminated next year with the computer providing complete address information.

One of the most important aspects of serials control that was automated was binding notification. Previously, the serials staff had to remove drawers from the Kardex and, on book trucks, cart them to the stacks and examine issues of all titles marked with an orange tab. This meant manually examining over thir-

INDEX AND ABSTRACT SERVICES CODE

1--READER'S GUIDE TO PER LIT	27--NUTRITION ABSTRACTS & REV	53--ABSTR HOSPIT MANAGE STUDIES
2--POOLE'S INDEX TO PER LIT	28--PSYCHOLOGICAL ABSTRACTS	54--AIR POLLUTION ABSTRACTS
3--EDUCATION INDEX	29--EDUCATIONAL ADMINSTR ABSTR	55--AMERICAN LITERATURE ABSTR
4--APPLIED SCI & TECH INDEX	30--HISTORICAL ABSTRACTS	56--ANALYTICAL ABSTRACTS
5--BIOLOGICAL & AGRICUL INDEX	31--SOCIOLOGICAL ABSTRACTS	57--ANIMAL BREEDING ABSTRACTS
6--INDUSTRIAL ARTS INDEX	32--MUSIC ARTICLE GUIDE	58--CRIME AND DELINQUENCY ABSTR
7--INTERNATIONAL INDEX PER	33--MENTAL RETARDATION ABSTR	59--CUR PHY ADV ABS ATOMS & WAVE
8--SOCIAL SCI & HUMANIT INDEX	34--ABSTRACTS ENGLISH STUDIES	60--EDUCATIONAL ABSTRACTS
9--ART INDEX	35--ABSTRACTS FOLKLORE STUDIES	61--EXCEPTIONAL CHILD EDUCA ABS
10--MUSIC INDEX	36--FOOD SCIENCE ABSTRACTS	62--GEOPHYSICAL ABSTRACTS
11--ACCOUNTANT'S INDEX	37--NUCLEAR SCIENCE ABSTRACTS	63--HOME ECONOMICS RESEARCH ABS
12--BUSINESS PERIODICALS INDEX	38--COLLEGE STUD PERSONNEL ABST	64--LANGUAGE TEACHING ABSTRACTS
13--INDEX TO ECONOMIC ARTICLES	39--BOOK REVIEW INDEX	65--POLLUTION ABSTRACTS
14--INDEX TO LITTLE MAGAZINES	40--GUIDE TO GEOGRAPHICAL PER	66--PSYCHOPHARMACOLOGY ABSTRACTS
15--CURRENT INDEX TO JRNLS IN EDUC	41--JOURNAL OF ECONOMIC LIT	67--NURSING LITERATURE INDEX
16--STATE EDUCATION JRNL INDEX	42--JOURNAL OF ECONOMIC ABSTR	68--POPULATION INDEX
17--CUMULATIVE INDEX NURSING LIT	43--DSH ABSTRACTS	69--ENVIRONMENTAL PER BIBLIOG
18--BIBLIOGRAPHIC INDEX	44--MLA ABSTRACTS	70--HUMANITIES INDEX
19--BIOGRAPHY INDEX	45--DEVELOPMENTAL BIOL AND TERA	71--SOCIAL SCIENCES INDEX
20--GUIDE TO DANCE PERIODICALS	46--POVERTY HUMAN RESOURCES ABS	72--INDEX U.S. GOV PERIODICALS
21--LIBRARY LITERATURE	47--HORTICULTURAL ABSTRACTS	73--AIR UNIV INDEX MILITARY PER
22--PHILOSOPHER'S INDEX	48--ABSTRACTS IN ANTHROPOLOGY	74--INTER INDEX MULT-MEDIA INFO
23--FAIS	49--AMERICA: HISTORY & LIFE	75--MEDIA REVIEW DIGEST
24--BIOLOGICAL ABSTRACTS	50--BUSINESS EDUCATION INDEX	76--MULTI MEDIA REVIEWS INDEX
25--CHEMICAL ABSTRACTS	51--ABS POL SCI	
26--INDEX MEDICUS	52--ABSTRACTS OF ENTOMOLOGY	

Figure One

<u>VENDOR CODE</u>
1--LBSCO
2--NEA, PLAN I
3--H. W. WILSON
4--STECHELT-HAFNER
5--AMER MANAG ASS'N
6--ALA
7--AMER CHEM SOCIETY
8--AMER PER & GUIDE AS
9--MOODY'S
10--DIRECT
11--GIFT
12--GOVERNMENT

Figure Two

teen hundred titles four times a year. It took two clerks and one professional at least three full days to pull the shipment. Automation had to provide a better way -- and it did. A code (Figure 3) was devised to cover the systematic pulling of all titles

to be bound. The code assigned to a specific title was dictated by historical check-in data, i.e., when the last issue per volume usually arrived, the number of times during the calendar year the title had been bound, and frequency of

<u>BIND CODE</u>
1--JANUARY
2--FEBRUARY
3--MARCH
4--APRIL
5--MAY
6--JUNE
7--JULY
8--AUGUST
9--SEPTEMBER
10--OCTOBER
11--NOVEMBER
12--DECEMBER
13--PBS
14--EACH MONTH
21--TWICE A YEAR JAN JULY
22--TWICE A YEAR FEB AUGUST
23--TWICE A YEAR MARCH SEPT
24--TWICE A YEAR APRIL OCTOBER
25--TWICE A YEAR MAY NOV
26--TWICE A YEAR JUNE DEC
31--THREE A YEAR JAN MAY SEPT
32--THREE A YEAR FEB JUNE OCT
33--THREE A YEAR MAR JULY NOV
34--THREE A YEAR APRIL AUG DEC
41--FOUR A YEAR JAN APR JULY OCT
42--FOUR A YEAR FEB MAY AUG NOV
43--FOUR A YEAR MARCH JUNE SEPT DEC
61--SIX A YEAR JAN MARCH MAY JULY SEPT NOV
62--SIX A YEAR FEB APR JUNE AUG OCT DEC

Figure Three

<u>PUBLICATION CODE</u>	
A--DAILY	R--20/YR
B--3/YR	S--28/YR
C--WEEKLY	T--14/YR
D--BI-WEEKLY	U--22/YR
E--MONTHLY	V--4/YR
F--BI-MONTHLY	W--12/YR
G--SEMI-MONTH	X--19/YR
G--SEMI-ANNUAL	Y--3/WK
I--ANNUAL	Z--37/YR
J--10/YR	1--6/YR
K--9/YR	2--2/WK
L--11/YR	3--21/YR
M--IRREGULAR	4--31/YR
N--8/YR	5--18/YR
O--7/YR	6--17/YR
P--5/YR	7--13/YR
Q--QUARTERLY	

Figure Four

<u>SUBJECT CODE</u>	
A--ART	O--MATHEMATI
B--BIOLOGY	P--MUSIC
C--BUSINESS	Q--PHILOSOPH
D--CHEMISTRY	R--PHYS ED
E--EDUCATION	S--PHYSICS
F--ENGLISH	T--POLIT SCI
G--FORE LANG	U--PSYCHOLOG
H--GENERAL	V--SOCIOLOGY
I--GEOGRAPHY	W--SPEECH-TH
J--HISTORY	X--VOCAT ED
K--HOME ECON	Y--COUNEPSY
L--INDUST ED	3--ECONOMICS
M--JOURNALIS	4--SPEC EDUC
N--LIBRARY	

Figure Five

publication. Now, the computer produces a monthly list of items ready for binding. The list is divided by code, i.e., in January the list contains all titles coded under numbers 1, 14, 21, 31, 41, and 61. Pulling issues now takes less than half a day.

FORM OF HOLDINGS CODE

B--BOUND
U--UNBOUND
M--MICROFILM
C--CASSETTE
A--UNBD CUR MON
D--UNBD PREV 3 MO
E--UNBD CUR YR
F--MICROCARD
G--BD CUR YR
H--MICROFICHE
I--UNBD PREV 2 YR
J--ULTRAFICHE

Figure Six

INTERNAL LOCATION CODE

A--ABSTRACTS AREA
B--CHECK-OUT DESK
C--CURRICULUM AREA
D--CUR SHELF 2 YR
E--ON RESERVE
F--ARCHIVES
G--GOV DOC AREA
H--NEWSPAPER AREA
I--INDEX AREA
J--REFERENCE AREA
K--ORDER DEPARTME
L--SPECIAL COLLEC
M--BOUND AREA
N--MICROFILM AREA
O--LEARN MAT COLL
P--SERIALS ROOM
Q--DIRECTOR OFFIC

Figure Seven

Frequency of publication was listed on the Kardex card to provide that bibliographic information. It is important to know, in check-in, claiming, and binding, how often a par-

ticular title is published. For these reasons it was included in the automated system, and a code (Figure Four) was set up for it.

Subject lists are also provided by the computer. Subjects covered by a specific title were listed on the Kardex card representing that title. The subjects listed reflected academic departments. Each summer the serials clerical staff would manually go through the Kardex file, card by card, and compile subject

lists -- this amounted to twenty-eight lists, some containing as little as thirty titles and some as many as four hundred. The lists had to include title, where indexed, frequency of publication, holdings, format of holdings, and location of holdings. Compilation, typing, duplication, and stapling took two and a half to three months. Automation of this process was a total necessity. A code (Figure Five) was devised to numerically represent each subject. The result is computer generated subject lists providing complete bibliographic and holdings information per title. The first edition was generated in September of 1974. They were burst by the serials clerical staff and bound into print-out holders. They are now printed quarterly and sent directly to the academic departments, i.e., history receives the history list, ~~the~~ English the English list, and so on. The department secretary bursts the pages, tosses the old edition away, and places the new one in the holder.

The two other codes used, format of holdings (Figure Six) and holdings location (Figure Seven), describe each holdings statement. For each title there can be as many as eight holdings statements. The number of statements per title are dictated by format and location. For example, the library has volumes 1-50 of a particular title. Volumes 1-10 are unbound, 11-20 are on microfilm, 21-30 are on microfiche, 31-40 are on ultrafiche, and 41 through current are bound. The resulting holdings statement would be listed as follows:

1-10	YR-YR	UNBOUND	CHECK-OUT DESK
11-20	YR-YR	MICROFILM	MICROFILM AREA
21-30	YR-YR	MICROFICHE	MICROFILM AREA
31-40	YR-YR	ULTRAFICHE	MICROFILM AREA
41-	YR-	BOUND	BOUND AREA

Addition ☐
 Change ☐

Card Num

1

77 to

see also Seq. Numb. Inst. Code

Index and Abstract Services

Vendor Code

41

42

43

47

48

62

63

66

Year	Form	Loc	Vol #	Year	Form	Loc	Vol #	Year	Form	Loc	Vol #
to	from	to	from	to	from	to	from	to	from	to	from
31 32 33 34	35 36	37 38 39	40	41 42 43	44 45 46	47 48 49	50 51 52 53	54 55 56	57 58 59 60	61 62 63	64

Year	Form	Loc	Vol #	Year	Form	Loc	Vol #	Year	Form	Loc	Vol #
to	from	to	from	to	from	to	from	to	from	to	from
01 02 03 04	05 06	07 08 09	10	11 12 13	14 15 16	17 18 19	20 21 22 23	24 25 26	27 28 29 30	31 32 33	34

 Form Loc Card
 68 69 70
 3

With the codes set up, a coding form had to be devised to incorporate them. This is shown in Figure Eight. The first item listed is a sequence number. This was not assigned manually -- the completed code forms were sent to the Computer Center in alphabetical order and the IBM 360/30 assigned numbers at intervals of thirty. The form was devised by the Serials Librarian and the Director of the Computer Center.

The next item is the title. It was completely written out since truncated or abbreviated titles were not wanted. Serials held in the Library of American Civilization microfiche collection are listed with title and fiche numbers all on the title line. Government periodicals are entered by title followed by the Superintendent of Documents Number.

The "1" in column eighty indicates that this is to be keypunched onto card one. There are four cards per title as the form indicates.

The next item listed is the see also sequence number. This is used to indicate title changes. The earliest title gives as see also sequence number the second title. This title will refer to the third and so on until the current title refers to the original.

Institution code, listed next, was included in case other libraries would someday want to form a union list. The "K" on the print-out examples (Figures Nine and Ten) indicate Kearney State College.

The index and abstract services section provides for the coding of five such services per title. This was considered more than adequate. Also, each entry has three columns providing for inclusion of services if their number should reach into three figures.

Vendor code is given four columns even though the codes are in two figures. This is to provide for the elimination of the "DIRECT" code as described earlier.

Bind code is stable as is since all possible pulling dates are presently included.

The publication code, or frequency identification, is considered stable at one column even though all twenty-six alphabetical letters and numbers one through seven are now used. It has been over six months since this code has been expanded.

Holdings statements are coded by writing in volumes, corresponding years, form, and location. As stated earlier, the volumes and years listed per statement are determined by the form and location. Also to repeat, codes are used to indicate form and location, and actual volume numbers and years are written in. The only drawback to this has been the lack of the ability to indicate missing issues.

The coding of the library's 2,600 periodicals and newspapers was done by four people and took a little over three months.

The results have been the generation of a holdings list (Figure Nine) and an internal use list (Figure Ten). The holdings list replaces the Line-a-dex at the circulation desk. Whereas the Line-a-dex could only indicate title and holdings, the print-out lists title, holdings, form of holdings, location of holdings, and cross references. It is replaced monthly by a completely up-dated edition.

The internal use list is a print-out containing all information on the coding form. It is used in adding titles and correcting wrong information. This is done through the code form.

SEQ NC ---TITLE---

36015 HCLSG AND PLANNING REFERENCES (GOV. DEC. NO. 1.23/3: NOS.)

VCL NMBR - - - -

DATE 1974- - - -

HOLD FORM UNBOUND

INTRNL LCC GOV. DEC. AREA

SEQ NC ---TITLE---

36030 HLDSCN REVIEW

VCL NMBR 1- - - -

DATE 1948- - - -

HOLD FORM BOUND

INTRNL LCC BOUND AREA

SEQ NC ---TITLE---

36060 HUMAN CONTEXT

VCL NMBR 3- - - -

DATE 1971- - - -

HOLD FORM BOUND

INTRNL LCC BOUND AREA

SEQ NC ---TITLE---

36090 HUMAN DEVELOPMENT

VCL NMBR 8- 8 9- 12 13- -

DATE 1965-1965 1966-1969 1970- -

HOLD FORM BOUND

MICROFILM

BOUND

INTRNL LCC BOUND AREA

MICROFILM AREA BOUND AREA

SEQ NC ---TITLE---

36120 HUMAN ECOLOGY

VCL NMBR 1- - - -

DATE 1972- - - -

HOLD FORM UNBOUND

INTRNL LCC CHECK-CUT DESK

SEQ NC ---TITLE---

36165 HUMAN NEEDS (GOV. DEC. NO. 17.26: VOL/NOS.)

VCL NMBR 1- 1 - - -

DATE 1972-1973 - - -

HOLD FORM UNBOUND

INTRNL LCC GOV. DEC. AREA

SEQ NC ---TITLE---

36180 HUMAN ORGANIZATION

VCL NMBR 28- - - -

DATE 1969- - - -

HOLD FORM UNBOUND

INTRNL LCC CHECK-CUT DESK

HH 1.23/3: NOS.1

SEE ALSO SEQUENCE NUMBER 86265

SEE ALSO SEQUENCE NUMBER 87160

COLLEGE LIBRARY SERIALS LISTING

II
 SEQ NC ---TITLE----

36060 HUMAN CONTEXT

K

INDEX AND ABSTRACT SERVICES

VENDOR

BINDING SCHED PUBL SCHED SUBJ

EBSCO

MAY

3/YR.

SOC
PSYC

III
 SEQ NC ---TITLE----

36090 HUMAN DEVELOPMENT

K

INDEX AND ABSTRACT SERVICES

VENDOR

BINDING SCHED PUBL SCHED SUBJ

EDUCATION INDEX

EBSCO

JANUARY

QUARTERLY

BIO
PSYC

CURRENT INDEX TO JRNLS IN ED

BIOLOGICAL ABSTRACTS

INDEX MEDICALS

PSYCHOLOGICAL ABSTRACTS

IV
 SEQ NC ---TITLE----

36120 HUMAN ECOLOGY

K

INDEX AND ABSTRACT SERVICES

VENDOR

BINDING SCHED PUBL SCHED SUBJ

ENVIRONMENTAL PER BIBLIC DIRECT

SEMI-ANNUAL BIO

PSYC
SOCI
GEOG

III
 SEQ NC ---TITLE----

36165 HUMAN NEEDS (GCV. CCC. NO. 17.26: VOL/NOS.)

K

INDEX AND ABSTRACT SERVICES

VENDOR

BINDING SCHED PUBL SCHED SUBJ

POVERTY HUMAN RESOURCES ABS

SOCI

PUBL SCHED	SUBJ AREA	VOL NUMB FROM-TO	DATE FROM-TO	FILED FORM	INTERNAL LOC
3/YR.	SOCIOLOGY	3-	1971-	BCUNC	BCUNC AREA
	PSYCHOLOGY	-	-		
		-	-		
		-	-		
		-	-		
		-	-		

PUBL SCHED	SUBJ AREA	VOL NUMB FROM-TO	DATE FROM-TO	SEE ALSO FILED FORM	SEQ NUMB 86265 INTERNAL LOC
QUARTERLY	BIOLOGY	8- 8	1965-1965	BCUNC	BOUND AREA
	PSYCHOLOGY	9- 12	1966-1969	MICROFILM	MICROFILM AREA
		13-	1970-	BCUNC	BCUNC AREA
		-	-		
		-	-		
		-	-		
		-	-		

PUBL SCHED	SUBJ AREA	VOL NUMB FROM-TO	DATE FROM-TO	FILED FORM	INTERNAL LOC
SEMI-ANNUAL	BIOLOGY	1-	1972-	UNBCUNC	CHECK-OUT DESK
	PSYCHOLOGY	-	-		
	SOCIOLOGY	-	-		
	GEOGRAPHY	-	-		
		-	-		
		-	-		

PUBL SCHED	SUBJ AREA	VOL NUMB FROM-TO	DATE FROM-TO	SEE ALSO FILED FORM	SEQ NUMB 87160 INTERNAL LOC
	SOCIOLOGY	1- 1	1972-1973	UNBCUNC	GOV. DOC. AREA
		-	-		
		-	-		
		-	-		
		-	-		

As previously indicated, also generated are binding lists and subject lists. These include all information on the coding forms and resemble exactly the internal use list except that titles are by binding date or academic subject.

Other lists are by internal location such as items on the INDEX AREA, ABSTRACT AREA, GOV DOC AREA, NEWSPAPER AREA, and so on, by form listing everything on microfilm, unbound, or bound form, and so on, and by index or abstract service listing all titles cited by a particular service.

Automation has greatly simplified many tasks of the serials department at the Calvin T. Ryan Library of Kearney State College. It has made the results more accurate and more readily available. It has greatly improved the services provided to the academic community by the serials department.